
CHILD CARE SERVICES FORMS AND INSTRUCTIONS FOR COMPLETION 10/02

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FOR CHILD CARE SERVICES

General:

Check (✓) one of the blocks to indicate “Type of Action,” i.e., new, review, redetermination, or other action.

The applicant’s name, telephone number, case name (if different), case number, and address should be filled in at the top of the form.

Part I:

Check (✓) the appropriate block. If the applicant answers yes to this part of the application, then pursue additional information from the parent and the local purchasing agency that the disqualification took place. Determine the type of sanction that was imposed on the applicant, reason for sanction, time frame of sanction and other information that determines if applicant is ineligible for subsidy. If the sanction imposed is for twelve (12) months and still active, the applicant may apply for subsidy at the end of the twelve (12) month period. Please refer to **Chapter 23: Fraudulent Misrepresentation and Overpayments** for more information regarding sanctions.

Part II:

Check (✓) the appropriate block to indicate the reason child care is needed. If the reason is starred (*), the family must meet income eligibility requirements unless the child needing services is in Foster Care or Child Protective Services.

Part III:

Check (✓) the appropriate box to indicate U.S. Citizenship status for families/child(ren). Please check (✓) the box indicating that child(ren) is not a U.S. Citizen, but needs care to support child protective services, foster care and/or developmental needs. Also, check (✓) the last box, only if the county has elected to use Smart Start funds to serve non-citizen families, regardless of their residency status. **Note: The social security number of the parent/responsible adult must not be used to determine eligibility for child care subsidy funds.** Please refer to **Chapter 4: Application, Eligibility Determination and Documentation** for information regarding proof of citizenship. **Enter the social security number for “child only cases,” but remember that it is optional.**

Part IV:

In the spaces provided, list all members of the income unit. For additional information regarding the income unit, refer to **Chapter 7: Family Definition and Determining Income Eligibility**. Check (✓) the box beside the names to indicate which children in the income unit need child care services. For each member listed, indicate the

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relationship to the applicant and the date of birth, race and whether the child has special needs. Ask the applicant if their child(ren) require any special child care assistance due to developmental needs. An additional column is available to later record any applicable parent fee and fee effective date once eligibility is determined.

Part V:

List the income unit size. Income information must be entered in this section for all members of the income unit unless child care services are being provided to the family without regard to income. If services are provided without regard to income, write N/A and continue to Part VI.

Part VI:

Check (✓) the appropriate box to indicate whether the applicant needs child care transportation services.

Part VII:

Prior to recording income information, review the types of income listed on the back of the form with the applicant to encourage accurate reporting. List **all** types of income reported by the applicant, including WFFA and/or SSI benefits. Include other child care subsidies, such as student loans and employer benefits. Calculate each type of income as a gross monthly amount.

Before entering the total amount of countable gross monthly income, indicate if the family pays child support outside the income unit and record the amount of the child support. Deduct it from the total amount of countable gross monthly income.

Part VIII:

If answer is yes, write in the amount of the benefit. If the amount is provided on a weekly or a bi-weekly basis, convert this amount to a monthly figure. Emphasize to applicant that the information needed for this section will not count as income. Check (✓) the appropriate box to indicate whether the recipient receives an employer benefit for child care.

Part IX:

The applicant or authorized representative must sign the form. If services are needed for a child in the custody of the county department of social services (DSS), the form may be signed by a designated worker in the DSS, e.g., a foster care worker, protective services worker, etc. The applicant's signature must be dated and if the applicant executes his signature by mark (X), the signature of a witness must be included.

Prior to obtaining the applicant's signature, the applicant must read and explained or have read and explained to him/her the **Applicant Statement** on the back of the **Application**

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for Child Care Services and the information regarding child care fraud, sanctions and fair hearings.

Part X:

1. If the applicant is eligible for services, check (✓) the “Yes” box for approval and enter the dates of the 12-month eligibility period. If eligibility is established within thirty (30) days of the date the application was signed, the individual may be considered eligible on the date the application was signed. **For example, if the parent signed the application on May 3 and the worker approved the request for services on May 14, the eligibility period would be May 3 through May 2 of the following year.**
2. If the applicant is not eligible, check (✓) the “No” box. If needed, comments regarding the reason for denial may be added.
3. The child care social worker responsible for the eligibility decision must sign the form and enter the date of the decision.

Part XI.

This space is provided on the back of the white copy for use in computing income to determine a monthly figure. For example, if the applicant’s wages must be averaged to determine the countable gross income, the method of computation should be identified in this space or in the case narrative.

Distribution of the Form:

The local purchasing agency (LPA) maintains the original signed (white) copy. The yellow signed copy (second page) serves as a notice to the applicant. This copy may be mailed to the applicant or given to the applicant at the time of the application interview if eligibility is determined at that time. The applicant should be encouraged to keep their copy of the application in a convenient place for reference.